



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance

January 12, 2010

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Buddy Chellstorp
<input type="checkbox"/>	Stephen Corda
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Ken Ward
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Executive Director
<input checked="" type="checkbox"/>	Alderman Greg Sandlin
<input type="checkbox"/>	Tullahoma News

Visitors

Frank Passarello and Jimmy Chapman (Tullahoma Aviation) Jack Anthony (public comments during regular meeting).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

Work Session at 4:00pm

- 1. Tullahoma Aviation** – Frank Passarello and Jimmy Chapman reviewed the income and expenses for Tullahoma Aviation. Mr. Passarello asked the Board to consider paying utility expenses for the terminal building, plus north and south hangars for the remainder of their lease, which expires in November 2010. Chairman Miller and Ken Ward asked Mr. Passarello to consider an option for early termination of his lease agreement in return for utility payments by TAA. A third option for Mr. Passarello to consider is to sell his majority share of Tullahoma Aviation to another party for the remainder of his lease term. The three options will be discussed during the regular Board meeting.

2. **Terminal Building Demolition, Security System, Terminal Building Fencing and Tractor Purchase RFP's** – Board members reviewed the four draft RFP's. Several changes were suggested in wording to the terminal building demolition and the phone number for Jon Glass will be added to the cover page for each RFP. The other three RFPs were unchanged. The four RFP's will be considered for approval during the regular Board meeting.

Meeting Minutes January 12, 2010

1. **Meeting called to order at 5:00 pm.**
2. **Minutes for the December 8, 2009, meeting were approved as written.**
3. **Public Comments** – None.
4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Tullahoma Aviation included the CPI decrease of .02% (\$26.00 per month) in their lease payment for the month. Chairman Miller suggested submitting a NOTAM for the runway 18/36 and south taxiway lights. Jimmy Chapman reported that the internet would be operational in the terminal building in the next 24 hours.
5. **Treasurer's Report** – Ken Ward reported on the monthly payments, deposits, financial statements and cash flow report. Mr. Ward reported that the County appropriation of \$15,000 should be received in the month of January. Ken Ward and Jon Glass will meet with Pat Williams to review the financial statements.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Progress reports #12 and #13 are provided for Board member review. The electrical and framing inspections passed and the brickwork is complete. The stone work is about 90% complete.

Tractor Purchase – Project approved and contracts have been requested from TAD. Bids will be opened on January 22, 2010 at 1pm.

Airfield Signage – Waiting for Jim Currey's (TAD) approval of the scope of work and cost estimates for the project.

Runway 36 Displaced Threshold – FAA Form 7480 for the runway modification has been submitted to Jim Currey. PDC is working on the specifications for the project.

Wal-Mart Retaining Ponds – Jon Glass will meet with Scot St. John and Wayne Limbaugh on Wednesday January 13th for a progress update.

Old Terminal Building Demolition – Bids for the project will be opened January 22, 2010 at 1pm.

Tree Clearing – Waiting for contracts from TAD.

Ramp Repair – Waiting for contracts from TAD.

9/27 Drainage Repair – Chairman Miller and Jon Glass met with Steve Moran from Rogers Group last month to review the drainage repair work at the taxiway intersection. Rogers Group will complete the work when the weather permits.

North Taxiway Drainage – Project approved and contracts requested.

New Terminal Building Fencing and Security Cameras – Bids will be opened on January 22, 2010 at 1pm.

FY 2009/2010 Maintenance Contract – The increase for the Airport from \$25,000 to \$36,000 at 50/50 funding remains in effect for this year. Jon Glass will prepare and submit a \$10,000 reimbursement for July 1, 2009 to December 31, 2009 this month.

TAD Funding – Bob Woods, Director of the TN Aeronautics Division, sent a letter to all Airports that fuel tax collections were down 66% for the 1st quarter of 2010. Aeronautics Division suspended approval of any new projects on November 12, 2009, until further notice (excluding Federal Vision 100 funds). All of our current and ongoing projects were approved before November 12, 2009, and we have an estimated \$400,000 in Vision 100 funds set aside in case of emergency until this suspension is lifted. A copy of the letter was provided to Board members.

Other – Jon Glass will attend the FAA conference in Atlanta January 28 and 29. Estimated cost of \$360 for hotel and registration.

MAINTENANCE/NAVAID PROBLEMS

SDF – 1 day in December.

NDB – 12 hours in December.

VOR – 2 days in December.

AWOS – No problems or outages for December.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for December.

REILS AND PAPI – No problems or outages for December.

HANGAR RENT/INSURANCE

OVERDUE RENT – The following payments will give the Airport Authority 100% rent collection for 2009.

Mickey Miller - \$1,084.00

EXPIRED INSURANCE CERTIFICATE

Dr. Freeman, Tom Gast, Rodney Allison, Gary Meuer and Mickey Miller.

LEASES

John Stubbs' lease will expire in February 2010. He has been provided copies of new lease and inspection requirements.

FBO CONTRACT COMPLIANCE

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>
<i>12/14/09</i>	<i>3:23pm</i>	<i>No uniform shirt or eye protection while fueling aircraft</i>
<i>Operable on 1/13/10</i>		<i>Internet Service out 2 weeks</i>

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>Nov. 2009</i>	<i>7,723.1</i>	<i>47</i>	<i>14</i>
<i>Nov. 2008</i>	<i>4,970.7</i>	<i>63</i>	<i>19</i>
<i>Nov. 2007</i>	<i>Report missing</i>		

AIRPORT MARKETING/PRESENTATIONS – None for December.

SUGGESTION BOX – None.

OLD BUSINESS/NEW BUSINESS INFORMATION

Terminal Building Update – As of Friday January 8th \$87,400 has been pledged to furnish the terminal building and other airport improvement items. In-kind donors include Jack Daniels (rocking chairs), Lakeway (furnish conference room), Citizen's Tri-County

Bank (phone system), Mike Norris (50 inch plasma TV), TUB (installation services and 2 – 32 inch TV's) and Goodrich (golf cart, unicom radio and antenna). In-kind donations total an estimated \$28,100.

MISCELLANEOUS ITEMS – A few samples of possible airport logo were provided for Board member review.

7. Old Business:

- A. Terminal Building Update** – Chairman Miller reported that the brick and stone work should be completed this week. The drywall work should start Thursday. He also reported that he and Karla Smith were working with ERPUD to install a fireplace on the north wall of the lobby. They will seek a donation from ERPUD for the installation and materials. He reported that \$15,000 should be reserved from the terminal building donations for the old terminal building demolition in case acceptable bids were not received. Goodrich also donated a golf cart, unicom radio and antenna. Buddy Chellstorp said he will install the radio.

8. New Business:

- A. Tullahoma Aviation** – Chairman Miller reported that three options were discussed during the work session prior to the meeting. The three options are to: (1) pay the utility bills for Tullahoma Aviation until their lease expires in November 2010; (2) early termination of the Tullahoma Aviation lease; or (3) allow a third party to buy Frank Passarello's majority share of Tullahoma Aviation. Chairman Miller asked for action to be deferred until the February Board meeting. Mr. Passarello then asked for assistance on the utility bills in February. **A motion was made and approved** to provide Tullahoma Aviation a one month abatement on the utility bill for January that is due on February 5th.
- B. Terminal Building Demolition, Security System, Terminal Building Fencing and Tractor Purchase RFP's** – **A motion was made and approved** approving the four RFPs as modified during the work session. Chairman Miller reported that the four RFP's would be advertised in the Wednesday January 13th edition of the Tullahoma News with a bid opening date of January 22nd at 1:00 pm. A special called meeting will be held at 1:30 pm to review and accept or reject the bids.
- C. Approval of Airport Logo** – Karla Smith reported that three sample logos were created for the airport based on the Chamber of Commerce logo. The logo chosen by the Board will be applied to the floor tile in lobby area of new terminal building and on the door signs. **A motion was made and approved** to adopt the logo with Tullahoma Municipal Airport as the wording on the logos presented. Ken Ward suggested that an updated photograph of Board members should be made for the new terminal building. Karla Smith reported that Jim Clayton will be honored at the Chamber of Commerce banquet on January 23rd and asked Board

members to attend. Chairman Miller distributed a letter from Executive Air Express expressing interest in the FBO lease. Jack Anthony also expressed interest in the FBO lease. He also asked the Airport Authority to explore other options for the operation of the FBO lease, such as a City run operation.

9. Alderman Sandlin Comments – Alderman Sandlin reported that he would ask Alecia Snell to attend the bid opening on behalf of the City on January 22nd. He advised that the City approved funding the previous night for the engineering work on the expansion of Cedar Lane. He reported that Chairman Miller was up for reappointment to the Airport Authority. He asked for Board input on the City Transportation Plan.

10. The Meeting was adjourned at 6:15 pm.

Submitted on 1/21/10

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting